

***This is only a **preview** of the exam statements for the Training & Experience Examination. You will be asked to respond to each statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the link at the bottom of the bulletin.

Training and Experience Evaluation

Supervising Engineering Geologist

Department of Toxic Substances Control

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 13

To answer all the test items in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experience, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills, and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Supervising Engineering Geologist:

1. Identifying regional and site specific environmental conditions to assess potential threats to human health or the environment.
2. Evaluating various surface and subsurface media (e.g., soil, air, water) and other geologic features/structures, to support site investigation, cleanup, and regulatory decisions.
3. Evaluating proposed remediation systems and overseeing implementation of selected systems to ensure protection of public health and the environment.
4. Directing geologic and hydrogeologic related activities to assess potential contamination and conformance with accepted standards and laws.
5. Leading a team conducting geological studies and/or multidisciplinary projects to ensure timely completion of work projects.
6. Analyzing information from various sources (e.g., field or laboratory data, survey data, laboratory analytical data, well logs, aerial photos, plume maps, topographic maps) to assess for potential contamination.
7. Supervising the work process by prioritizing work, delegating work to staff, mentoring staff, monitoring quality, quantity, and timeliness of staff work, and managing own assignments and/or projects, to ensure that all work is delivered on schedule and within established budget.
8. Delivering presentations/trainings for coworkers, management, and/or the public to relay program, service, and/or project information.
9. Implementing communication strategies, both internally and externally, in meetings or workgroups to enhance information sharing, cooperation, coordination, and work effectiveness.
10. Coordinating with various parties (e.g., internal engineering geologists, environmental scientists, toxicologists, specialists, and/or engineers, regulatory agencies) to ensure collaboration on projects/tasks.
11. Evaluating various written materials (e.g., technical reports, research studies, permits, guidance documents) to assess regulatory compliance, completeness, and conformance

with technical standards and/or the applicability to project objectives.

12. Providing comments and feedback on guidance documents, standards, correspondence, and other job-related materials.
13. Working effectively as a member of a team to resolve disagreements and conflicts to achieve a professional, productive working environment.